

## CONFIDENTIAL

### REGULATIONS CONTROL STAFF ANNUAL REVIEW 1954

#### 1. GENERAL

This review is divided into five parts:

- a. A statement of the policies on which the Agency Regulatory System is founded;
- b. A discussion of the place of the Regulations Control Staff in the Agency Regulatory System;
- c. A program for the Regulations Control Staff;
- d. A general statement of activity during calendar 1954;
- e. Annexes in support of the previous parts.

#### 2. THE AGENCY REGULATORY SYSTEM

##### a. Policies

- (1) There will be a single system of regulatory issuances for the control and direction of Agency activities.

- (2) Separate provision shall be made for [REDACTED] 25X1  
regulatory issuances.

- (a) [REDACTED] 25X1  
[REDACTED] Publications 25X1A  
in this category will not be sent outside the continental 25X1  
limits of the United States.

- (3) All regulatory issuances shall be the result of cooperative development. Coordination shall be effected with Agency elements affected by the issuance before authentication and publication.

#### 3. THE REGULATIONS CONTROL STAFF

- a. The Regulations Control Staff is the central Agency control staff for the administration of the CIA regulatory system. Its

CONFIDENTIAL

~~CONFIDENTIAL~~

organization is shown in Annex A. The Staff exercises functional control over the initiation and development of regulatory issuances for the Agency, and provides a publication service.

- b. Functional control signifies the authority and responsibility to derive policies and establish procedures within a given framework, in this case the area of the initiation, development, and publication of Agency regulatory issuances, and to review activities within that area. In exercising functional control, the Regulations Control Staff assumes responsibilities, establishes objectives, and performs tasks.

(1) Responsibilities

- (a) To provide a central source of policy guidance, and to give advice and assistance to any Agency component requiring aid in the initiation and development of regulatory issuances.
- (b) To assist in the development of programs of regulatory issuances, both for the Agency as a whole, and for the individual components.
- (c) To coordinate plans and programs for regulatory issuances among all the Agency components.

(2) Objectives

- (a) The establishment of editorial and publication standards.
- (b) The removal of obstacles to effective action.
- (c) The clarification of relationships among the various Agency components with regard to proper spheres of regulatory action.
- (d) The provision of editorial and substantive advice and assistance in the writing of regulatory issuances.

(3) Tasks

- (a) To review and analyse regulatory issuances for consistency and effectiveness.
- (b) To recommend and promote improvement of regulatory issuances.

~~CONFIDENTIAL~~

**CONFIDENTIAL**

- (c) To develop, in cooperation with all Agency components, a regulatory issuance program, and, as a corollary, to provide staff assistance for planners and writers in the various components. (See Annex B).
- c. Publication service is provided by the same persons who perform the control function and is an extension of that function. (See Annex C). Activities include:
  - (1) Determination of the medium (regulation, notice, or handbook), the format, and the method of reproduction to be used for any given issuance.
  - (2) Editorial service on manuscripts submitted by Agency components.
  - (3) Distribution control down to stated points in the operating offices.
  - (4) Maintenance of historical publication records, distribution plans, and other essential records concerned with distribution.

4. PROGRAM OF THE REGULATIONS CONTROL STAFF

a. Indefinite program without target date:

- (1) Provision of correlation and coordination for the development of Agency regulations, based on a constant and continuing requirement for such support. Envisioned in this program are:
  - (a) The continuing maintenance and updating of published issuances;
  - (b) Surveys where needed to recommend concrete action to correct deficiencies;
  - (c) Recommendations for improvements in the regulatory system;
  - (d) Assistance to all Agency components in developing programs of regulatory issuances to meet changing requirements;
- (2) Continuing provision of a publication service for Agency regulatory issuances;
- (3) Constant cross-training of Staff personnel to provide experienced people who can continue an effective program;

**CONFIDENTIAL**

~~CONFIDENTIAL~~

- (4) Continuous maintenance of historical files, reference indices, and other essential records.

b. Long-range program (to be accomplished by the end of FY 1956):

A complete review of the entire body of regulatory publications, with the view of eliminating duplication, consolidating issuances, and removing contradictions and inconsistencies.

c. Short-range program (to be accomplished or defined during FY 1955):

- (1) Incorporation of Confidential Funds Regulations in the Agency Regulatory System (Target date: 1 January 1955). (See Annex D).
- (2) Publication of regulatory issuances envisioned by programs submitted by Agency components (Target date: 30 June 1955). (See Annex E).
- (3) Rescission or conversion to Agency system of all obsolete notices of the Personnel and Security series (Target date: 15 December 1954). (See [ ] dated 30 November 1954).
- (4) Survey of "All-employees" distribution problems and making recommendations regarding procedures (Target date: 30 November 1954). Not yet accomplished; target date to be adjusted
- (5) Study of supplemental distribution problems (Target date: 1 September 1954). Accomplished by staff study, subject "Supplemental Distribution of Regulatory Issuances" dated 12 October 1954 addressed to the Chief, Management Staff.
- (6) Survey of Agency liaison and dissemination problems, with recommendations for solution (Target date: 1 September 1954). Accomplished by staff study, subject "Regulatory Issuances on Dissemination", dated 23 September 1954 addressed to the Deputy Director (Administration).
- (7) Staff study on the Agency Regulatory System, to include draft of new regulations required to implement recommendations therein (Target date: 1 February 1955).
- (8) Draft regulation on nomenclature of Agency organization echelons and titles of officials (Target date: 15 August 1954). See memorandum, subject "Proposed Regulation No. [ ] Regulatory Issuances, Standard Nomenclature", dated 18 September 1954 addressed to the Deputy Director (Administration).

25X1

25X1

~~CONFIDENTIAL~~

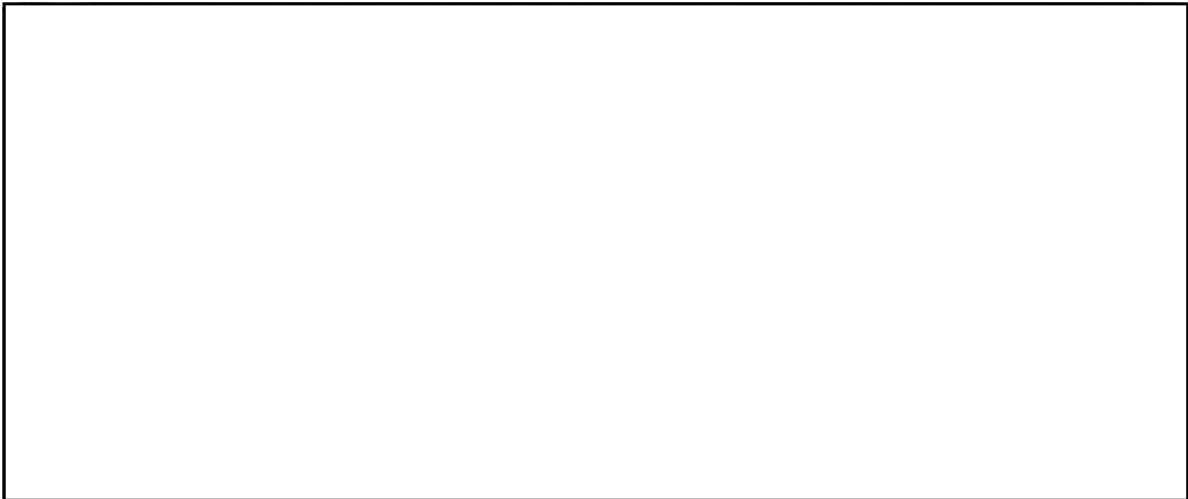
~~CONFIDENTIAL~~

Approved For Release 2002/09/03 : CIA-RDP78-04718A001600250020-7

- (9) Preparation and publication of a complete index of Agency regulatory issuances (Target date: 30 June 1955).
- (10) Preparation and publication of a Glossary of Administrative Terms (Target date: 30 June 1955).
- (11) A survey of Agency components to determine effectiveness of the distribution system as applied to regulatory issuances (In planning stage; no target date set).

5. ACTIVITY DURING CALENDAR 1954 (See Annex E; Annex F)

25X1A



Of the 151 regulations printed and distributed, 61 were formal expressions of policy not hitherto published in any form.

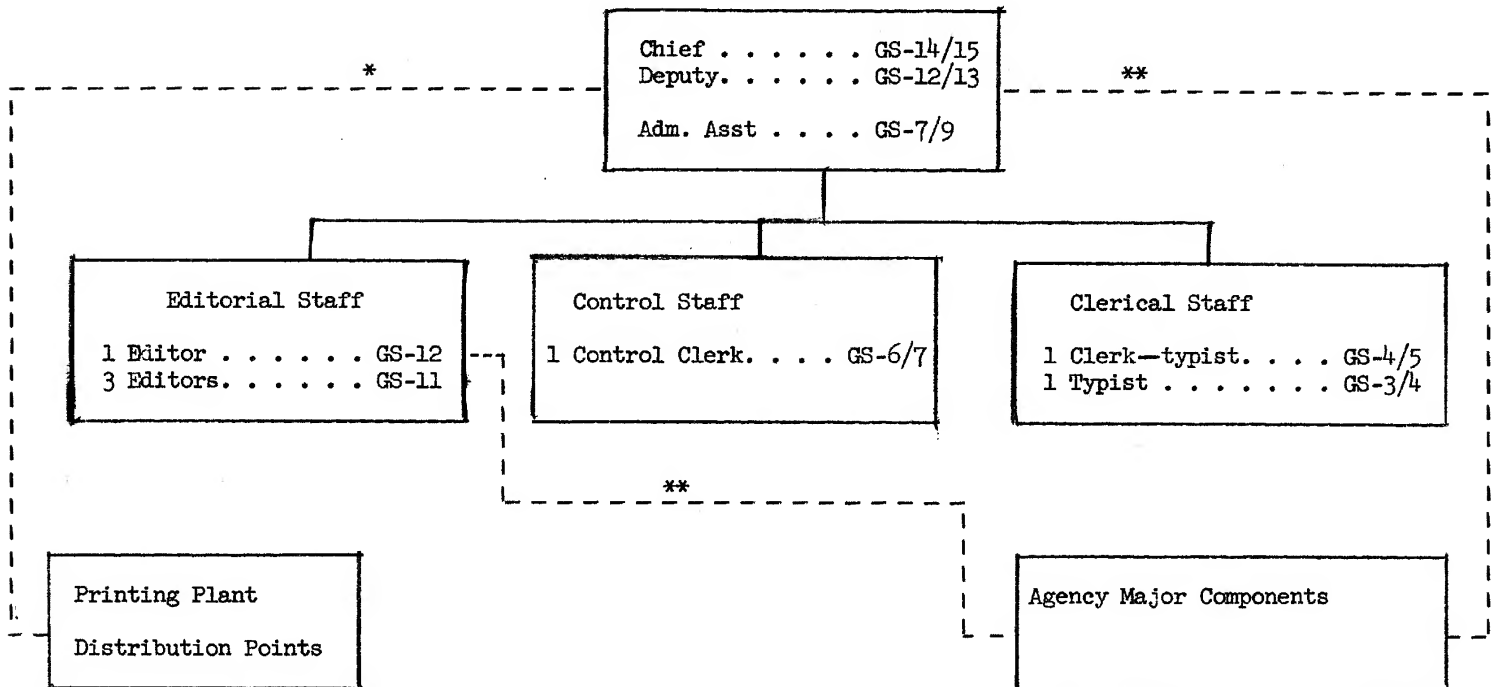
- c. 45 calendar days are required, on the average, to achieve complete coordination of a regulation throughout the Agency. Drafts are submitted to coordinating officers with a request for concurrence or comment within 21 days. Followup action, if needed, is initiated by a form letter transmitted five days after the established due date. If the letter brings no response, telephone followups are instituted and continued on a weekly basis until receipt of the material. It is interesting to note that all regulations published during 1954 received complete coordination, while only 33% of the notices required it.
- d. The addition of a typist enabled the Staff to keep abreast its workload during the year. The carryover from 1954 to 1955 is within four cases of the 1953-1954 backlog.
- e. Agency acceptance of the Staff and its mission has never been at a higher level. Attitudes of coordinating officers, distribution officers, and others with whom the Staff has contact are uniformly cooperative and helpful. Such response is especially gratifying to the Staff and indicates the wide agreement, at all levels of the Agency, to the proposition that the Agency regulatory system be established by cooperation among persons rather than by fiat.

Approved For Release 2002/09/03 : CIA-RDP78-04718A001600250020-7

~~CONFIDENTIAL~~

REGULATIONS CONTROL STAFF

Organization and Functions  
1 January 1955



\* Liaison in discharge of publications and distribution responsibilities  
\*\* Liaison in discharge of planning, coordinating and integrating responsibilities

ANNEX A

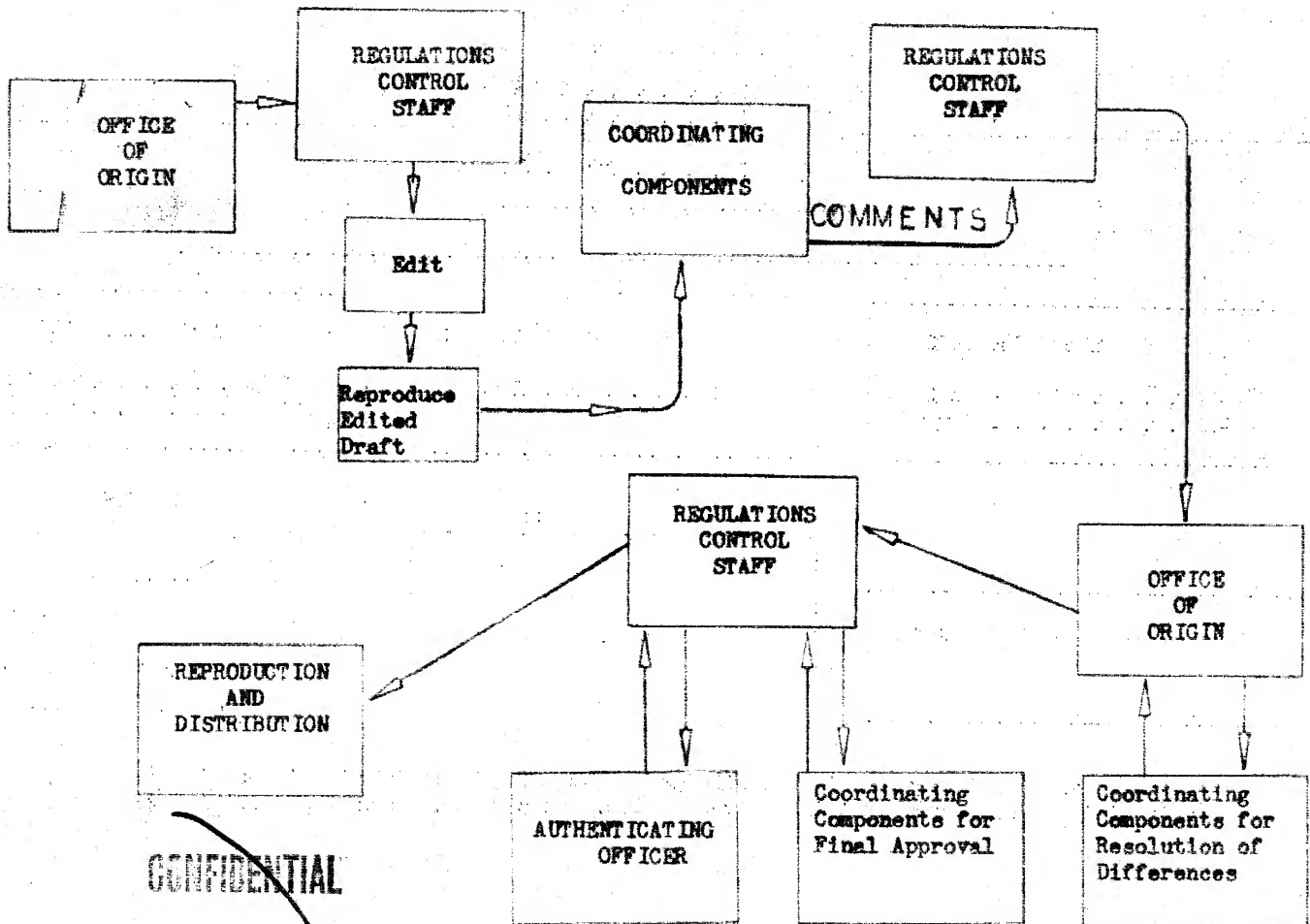
~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

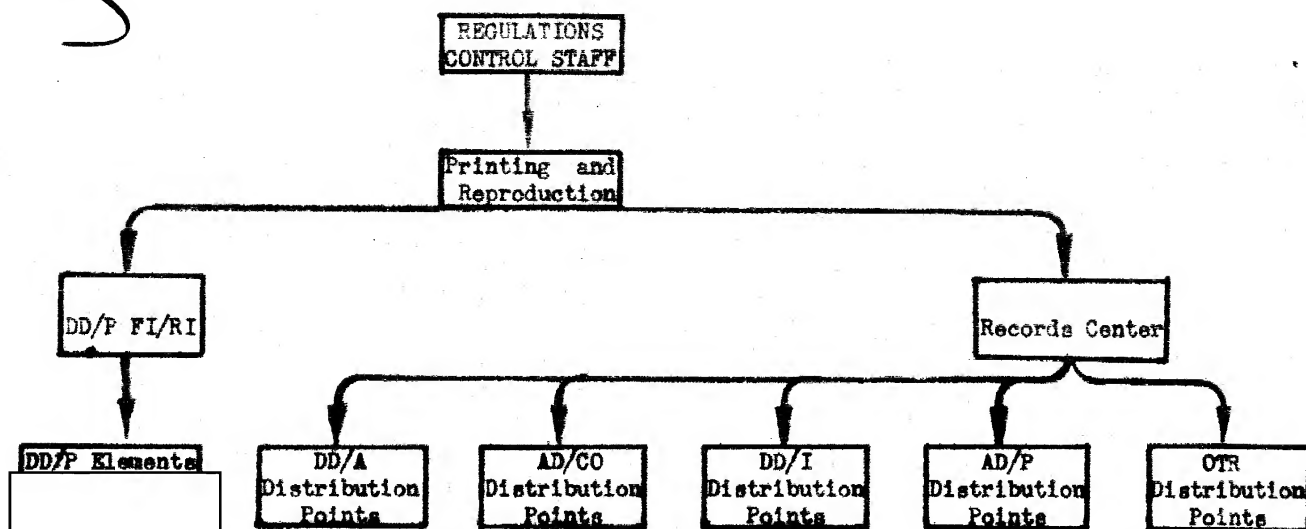
Approved For Release 2002/09/03 : CIA-RDP78-04718A001600250020-7

PRODUCTION FLOW CHART

Agency Regulatory Issuances



~~CONFIDENTIAL~~



25X1

DISTRIBUTION CHART  
Agency Regulatory Issuances



STATINTL

Approved For Release 2002/09/03 : CIA-RDP78-04718A001600250020-7

Approved For Release 2002/09/03 : CIA-RDP78-04718A001600250020-7

**CONFIDENTIAL****AGENCY REGULATIONS PROGRAM**

The total number of regulations contemplated for publication by those Agency components submitting programs to the Regulations Control Staff is shown in the table. This tabulation includes regulations only. No notices or handbooks are included.

Programming Component	No. Regulations Programmed	No. Regulations Published		% of Program Completed
		Programmed	Unprogrammed	
Training	8	4	2	50
Comptroller	23	14	0	61
Medical Office	8	1	0	13
Security Office	29	13	2	41
Logistics Office	153	62	0	41
AD/P	88	35	3	40
DD/I	22	9	7	41
AD/CO	15	6	2	40
<b>TOTALS</b>	<b>346</b>	<b>144</b>	<b>16</b>	<b>42</b>

ANNEX E

**CONFIDENTIAL**

25X1

Approved For Release 2002/09/03 : CIA-RDP78-04718A001600250020-7

Next 1 Page(s) In Document Exempt

Approved For Release 2002/09/03 : CIA-RDP78-04718A001600250020-7